

**To:** sbriles@usgs.gov[sbriles@usgs.gov]  
**Cc:** Schmitt diel, Paula[Schmitt diel.Paula@epa.gov]  
**From:** Coursen, Robin  
**Sent:** Wed 3/18/2015 6:54:11 PM  
**Subject:** FW: Upper Animas quarterly report  
Template for quarterly reports.docx

Hi Stacey, maybe you are the right person to coordinate with on quarterly reports?? We need to get the reports concurrently with the billing because we have 20 days to approve invoices. I have attached a template for quarterly reports that I have given some USGS folks but not sure if you got it. I also need a itemization of hours per task to tie the activities to the invoice billings. Tom did respond to my question about the hotel billing but I do not understand what the Overhead numbers mean. Could you explain??

**From:** Coursen, Robin  
**Sent:** Friday, March 13, 2015 4:46 PM  
**To:** 'Chapin, Thomas'  
**Subject:** RE: Upper Animas quarterly report

Just two questions, why is there two hotel charges on same night and what do the overhead numbers mean. Is that your hours translated into dollars??

**From:** Chapin, Thomas [mailto:tchapin@usgs.gov]  
**Sent:** Friday, March 13, 2015 4:23 PM  
**To:** Wall, Dan; Suzanne Paschke; Stacy Briles; Coursen, Robin  
**Subject:** Fwd: Upper Animas quarterly report

Hi Robin,

This bill is for charges associated with the EPA Upper Animas River project administered by Dan Wall at EPA. The charges cover equipment purchases,

travel and overhead costs for field work in the Animas River in November 2014.

I have attached a quarterly progress report using the template you provided.

Let me know if there is more information that you need.

Thanks,

Thomas Chapin

----- Forwarded message -----

From: **Chapin, Thomas** <[tchapin@usgs.gov](mailto:tchapin@usgs.gov)>

Date: Mon, Mar 9, 2015 at 11:45 AM

Subject: Re: Upper Animas quarterly report

To: "Paschke, Suzanne" <[spaschke@usgs.gov](mailto:spaschke@usgs.gov)>

Cc: "Briles, Stacy" <[sbriles@usgs.gov](mailto:sbriles@usgs.gov)>, "Coursen, Robin" <[Coursen.Robin@epa.gov](mailto:Coursen.Robin@epa.gov)>, "Schmittiel, Paula" <[Schmittiel.Paula@epa.gov](mailto:Schmittiel.Paula@epa.gov)>, "Ward, Beverly" <[bevward@usgs.gov](mailto:bevward@usgs.gov)>, Donna Hector <[djhector@usgs.gov](mailto:djhector@usgs.gov)>, Ashley Spinelli <[aspinelli@usgs.gov](mailto:aspinelli@usgs.gov)>

Hi Folks,

I'm back from field work. These charges are for work with Dan Wall on the Upper Animas River.

Charges include travel, hotel and vehicle rental (\$583.14), equipment (\$2589.42) and overhead (\$1561.79)

Attached is the basis breakdown. Let me know if you have other questions

On Fri, Mar 6, 2015 at 8:51 AM, Paschke, Suzanne <[spaschke@usgs.gov](mailto:spaschke@usgs.gov)> wrote:

Hi all,

This invoice is for work in the Crustal Science Center. Stacy Briles is the Administrative Officer, and I believe that Tom Chapin is the Project Chief.

I do not know who at EPA is the technical lead and(or) Tom's primary contact.

Stacy thanks for working with Robin on this invoice.

Suzanne

On Thu, Mar 5, 2015 at 8:37 AM, Briles, Stacy <[sbriles@usgs.gov](mailto:sbriles@usgs.gov)> wrote:

Thanks Bev! We'll look into it.

On Wed, Mar 4, 2015 at 3:22 PM, Ward, Beverly <[bevward@usgs.gov](mailto:bevward@usgs.gov)> wrote:

Stacy:

This request for information appears to be for your cost center. I pulled up the IPAC number and the Sales Order is 43284.

Thanks.

Bev Ward

----- Forwarded message -----

From: **Ward, Beverly** <[bevward@usgs.gov](mailto:bevward@usgs.gov)>

Date: Wed, Mar 4, 2015 at 3:17 PM

Subject: Re: Upper Animas quarterly report

To: "Paschke, Suzanne" <[spaschke@usgs.gov](mailto:spaschke@usgs.gov)>, Donna J Hector  
<[djhector@usgs.gov](mailto:djhector@usgs.gov)>

Cc: Beverly Ward <[bevward@usgs.gov](mailto:bevward@usgs.gov)>

This billing belongs to Crustal.

Donna: Is the AO Stacy Briles?

Bev

On Wed, Mar 4, 2015 at 3:09 PM, Paschke, Suzanne <[spaschke@usgs.gov](mailto:spaschke@usgs.gov)> wrote:

Yes, we need to help with contact information.

Please and thank you.

Suzanne

----- Forwarded message -----

From: **Coursen, Robin** <[Coursen.Robin@epa.gov](mailto:Coursen.Robin@epa.gov)>  
Date: Wed, Mar 4, 2015 at 3:05 PM  
Subject: RE: Upper Animas quarterly report  
To: "Paschke, Suzanne" <[spaschke@usgs.gov](mailto:spaschke@usgs.gov)>

No we have not received any quarterly reports to tie the invoiced amounts to. Can you give me the contact name to call at that cost center??

**From:** Paschke, Suzanne [<mailto:spaschke@usgs.gov>]  
**Sent:** Wednesday, March 04, 2015 3:04 PM  
**To:** Donna J Hector  
**Cc:** Coursen, Robin  
**Subject:** Re: Upper Animas quarterly report

Hi Robin,

Did you receive the information you needed for this or should we help track down the source of the invoice?

Donna,

I believe that this invoice to EPA is coming from another USGS cost center on the Denver Federal Center. Tom Chapin is the project lead.

Do you know which cost center and how to direct this inquiry from Robin?

Thanks,

Suzanne

On Thu, Feb 26, 2015 at 6:00 PM, Coursen, Robin  
<[Coursen.Robin@epa.gov](mailto:Coursen.Robin@epa.gov)> wrote:

Hi Suzanne, We have 20 days to approve invoices and there appears to be no quarterly report that came in yet upon which to approve this invoice. Will that be coming our way soon??



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Suzanne S. Paschke, Ph.D.  
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*Stacy Briles-McCormack*

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Thanks,

Thomas

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Research Chemist

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Thanks,

Thomas

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